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ASSIGNMENT BOOKLET 3B

ELA1104 English Language Arts 10-2
Module 3: Section 3 Assignment and Final Module Assignment

FOR STUDENT USE ONLY	
Date Assignment Submitted: _____	(If label is missing or incorrect) Student File Number: _____
Time Spent on Assignment: _____	Module Number: _____

FOR OFFICE USE ONLY

Assigned Teacher: _____

Assignment Grading: _____

Graded by: _____

Date Assignment Received:

Student's Questions and Comments

Apply Module Label Here

Name

Address

Postal Code

Please verify that preprinted label is for correct course and module.

Teacher's Comments

_____
Teacher

INSTRUCTIONS FOR SUBMITTING THIS DISTANCE LEARNING ASSIGNMENT BOOKLET

When you are registered for distance learning courses, you are expected to regularly submit completed assignments for correction. Try to submit each section of assignments as soon as you complete it. Do not submit more than one Assignment Booklet in one subject at the same time. Before submitting your section assignments or your Assignment Booklet, please check the following:

- Are all the assignments completed? If not, explain why.
- Has your work been reread to ensure accuracy in spelling and details?
- Is the booklet cover filled out and the correct module label attached?

MAILING

1. Postage Regulations

Do **not** enclose letters with your assignments or Assignment Booklets.

Send all letters in a separate envelope.

2. Postage Rates

Put your assignments or Assignment Booklet in an envelope and take it to the post office and have it weighed. Attach sufficient postage and seal the envelope. Assignment Booklets will travel faster if sufficient postage is used and if they are in large envelopes that do not exceed two centimetres in thickness.

FAXING

1. Assignment Booklets may be faxed to the school with which you are registered. Contact your teacher for the appropriate fax number.

2. All faxing costs are the responsibility of the sender.

E-MAILING

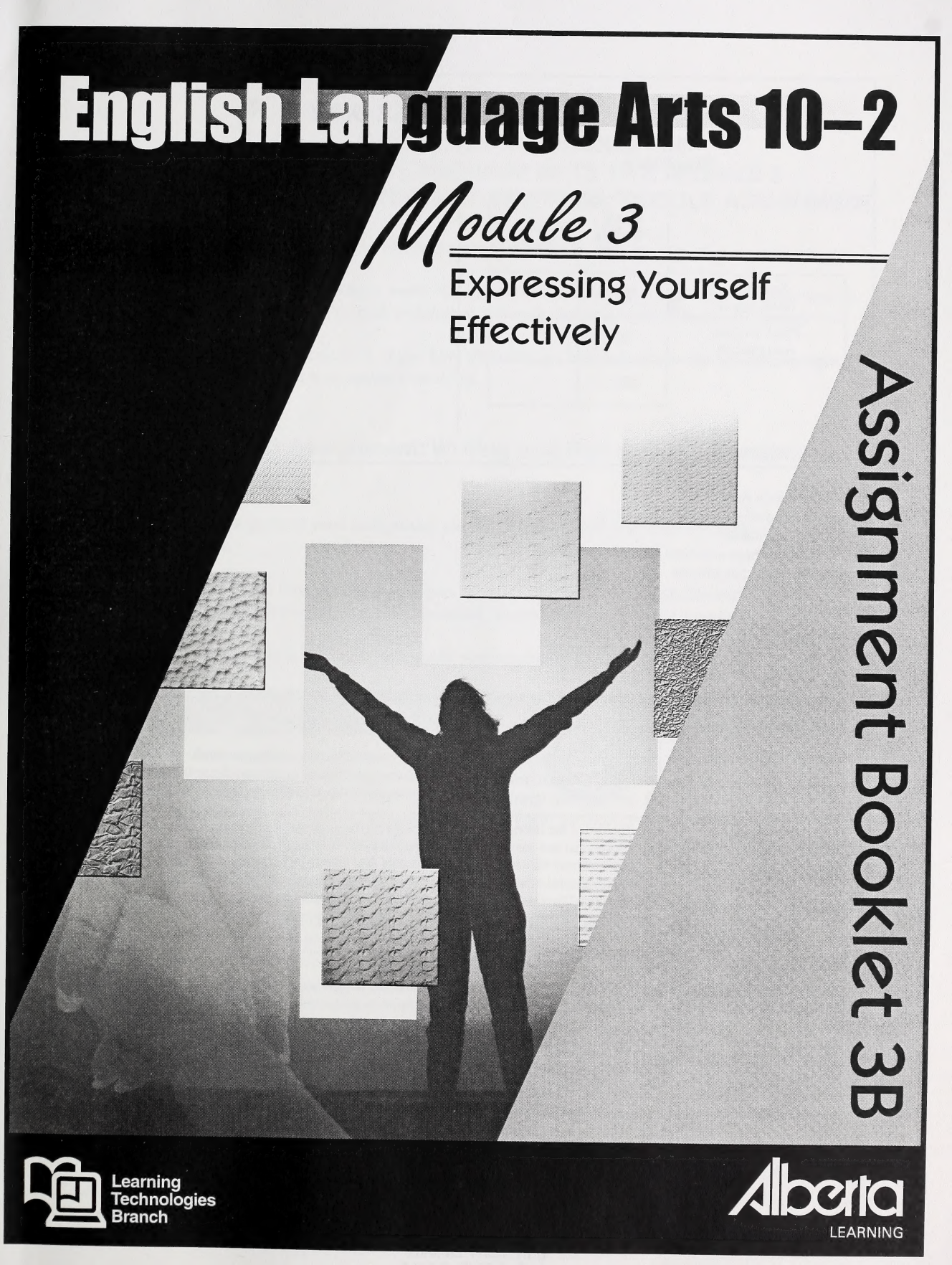
It may be possible to e-mail your completed assignments to the school with which you are registered. Contact your teacher for the appropriate e-mail address.

English Language Arts 10–2

Module 3

Expressing Yourself Effectively

Assignment Booklet 3B



Learning Technologies Branch

Alberta LEARNING

FOR TEACHER'S USE ONLY

Summary

	Total Possible Marks	Your Mark
Section 3 Assignment	20	
Final Module Assignment	50	
	70	

Teacher's Comments

English Language Arts 10-2
Module 3: Expressing Yourself Effectively
Assignment Booklet 3B
Section 3 Assignment and Final Module Assignment
Learning Technologies Branch
ISBN 0-7741-2245-5

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This document is intended for	
Students	✓
Teachers	✓
Administrators	
Home Instructors	
General Public	
Other	

You may find the following Internet sites useful:

- Alberta Learning, **http://www.learning.gov.ab.ca**
- Learning Technologies Branch, **http://www.learning.gov.ab.ca/ltb**
- Learning Resources Centre, **http://www.lrc.learning.gov.ab.ca**

The use of the Internet is optional. Exploring the electronic information superhighway can be educational and entertaining. However, be aware that these computer networks are not censored. Students may unintentionally or purposely find articles on the Internet that may be offensive or inappropriate. As well, the sources of information are not always cited and the content may not be accurate. Therefore, students may wish to confirm facts with a second source.

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ASSIGNMENT BOOKLET 3B
ENGLISH LANGUAGE ARTS 10-2: MODULE 3
SECTION 3 ASSIGNMENT AND FINAL MODULE ASSIGNMENT

Your mark for this module will be determined in part by how well you do your assignments.

This Assignment Booklet is worth 70 marks out of the total 130 marks for the assignments in Module 3. The value of each assignment and each question is stated in the left margin.

Work slowly and carefully. If you have difficulty, go back and review the appropriate topic. Be sure to proofread your answers carefully.

20

Section 3 Assignment: Writing and Presenting a Research Report

Read all parts of your assignment carefully and record your answers in the appropriate places.

10

1. Copy the final draft of your report in the space provided on the following pages. If you created the report on a word processor, attach the report to this Assignment Booklet.

   Following is the assessment guide your teacher will use to mark your report.

Description	Mark
The report is well organized and uses a multi-paragraph format. The report consistently uses accurate and relevant information. Supporting details are used consistently. The ideas flow logically. Transitional devices that link or contrast ideas are used skilfully and effectively. The report consistently uses language and grammar conventions correctly.	20
The report is well organized and the information is in a multi-paragraph format. The report often uses accurate and relevant information. Supporting details are often used. The ideas are usually logical and easy to follow. The report usually uses language and grammar conventions correctly.	16
The report occasionally organizes information in a multi-paragraph format. Accurate and relevant information is sometimes provided. Occasionally supporting details are provided. The report usually uses language and grammar conventions correctly.	12

The report occasionally organizes information in a multi-paragraph format. Some details have been provided, but the ideas are not easy to follow. The language is vague, general, or inappropriate to the topic. There are major errors in spelling and grammar.	8
Less time than necessary was spent on this report. Accurate and relevant ideas are seldom provided. The ideas are not supported with details. The ideas are difficult to follow because the language is vague or inappropriate. There are major errors in spelling and grammar.	4

(There is more room for your report on the next page.)

(There is more room for your report on the next page.)

(There is more room for your report on the next page.)

When you have completed question 1, continue where you left off on page 65 in the Student Module Booklet.

(10) **2.** Present your report to a small group in your community, and arrange beforehand to have an observer assess your report. The observer can be any adult who is not related to you.

Have your observer complete the following assessment guide.

Name of observer _____

Phone number of observer _____

Profession of observer _____

Date of presentation _____

Observer, use the following form to evaluate the speaker. In each row, place a check mark in the appropriate column.

	Poor	Satisfactory	Good	Excellent
Beginning of the speech				
Middle of the speech				
Conclusion of the speech				
Speaker's pace				
Speaker's expression				
Speaker's clarity				
Speaker's use of visual aids				

Additional comments: _____

_____

_____

_____

_____

When you have completed question 2, continue where you left off on page 66 in the Student Module Booklet.

(50)

Final Module Assignment

Read all parts of your assignment carefully and record your answers in the appropriate places.

(10)

1. Select one of the journal entries that you completed for this module and polish the entry. Copy the polished journal entry in the space provided on page 8.

Following is the Journal Scoring Guide your teacher will use to mark your journal entry.

Journal Scoring Guide

Carefully edit and proofread all journal entries that are shared with a reader (partner or teacher).

10 marks: The thoughts are perceptive and original. The content is detailed. The writing is well organized, and the ideas flow logically. Transitional devices linking or contrasting ideas are used skilfully and effectively. The language is precise and creative.

8 marks: The thoughts are perceptive. The content is detailed. The writing is well organized, transitions are clear, and the ideas are easy to follow. The language is accurate and clear.

6 marks: The thoughts are well considered. The content is relatively detailed, allowing the reader to understand the ideas and point of view. The writing is organized so that the ideas are easy to follow. The language is straightforward and clear.

4 marks: Little time was spent thinking about and reflecting on the ideas or questions that were presented. Few details have been provided to allow the reader to understand and appreciate the message. The ideas are not easy to follow. The language is vague, general, or inappropriate to the task.

2 mark: Less time than necessary was spent on this journal entry. The entry doesn't adequately cover the topic or explore the important ideas. The ideas are not supported with details. The ideas are difficult to follow because the language is vague or inappropriate.

Insufficient: The journal entry is off topic, is illegible, has been handled inappropriately, or lacks sufficient detail to fulfil the requirements of the assignment.

Journal Entry _____

(10) **2.** Select 10 of the new words you encountered while working on this module and complete the following table.

New Word	Definition	Source of Word

(30) 3. In Modules 1, 2, and 3, you created several portfolio items. Choose three of these items from your portfolio and submit them for assessment. For each item that you have selected, complete one of the self-assessment sheets on the following pages and attach it to the item you are submitting. Your portfolio will be assessed according to the following scoring guide.

Portfolio Scoring Guide

Reflection and Self-Assessment

5 marks: The student thoroughly explains the decisions/rationale behind the inclusion of each item. Explanations make detailed references to skills, concepts, knowledge, and values. Self-assessment sheets indicate a reflective practitioner.

4 marks: The student explains the decisions/rationale behind the inclusion of each item. Explanations make references to skills, concepts, knowledge, and values. Self-assessment sheets indicate good learner awareness.

3 marks: The student explains the decisions/rationale behind the inclusion of most items. Explanations make some references to skills, concepts, knowledge, and values. Self-assessment sheets indicate some learner awareness.

2 marks: The student briefly explains the decisions/rationale behind the inclusion of items. Explanations infrequently make references to skills, concepts, knowledge, and values. Self-assessment sheets indicate limited learner awareness.

1 mark: The student inadequately explains the decisions/rationale behind the inclusion of items. Explanations make scanty references to skills, concepts, knowledge, and values. Self-assessment sheets indicate very limited learner awareness.

Thought and Detail

5 marks: The portfolio shows a great deal of imagination and creativity and a willingness to take risks. All of the work is thoughtfully and neatly done and is appropriate for the target audience.

4 marks: The portfolio shows creativity and a willingness to take risks. The work is generally thoughtfully and neatly done. Most of it is appropriate for the target audience.

3 marks: The portfolio shows some creativity and some willingness to take some risks. The work is fairly well done. Some attention is given to the target audience.

2 marks: The portfolio shows limited creativity and little willingness to take risks. The work is carelessly done. Little attention is given to the target audience.

1 mark: The portfolio shows very little creativity and an unwillingness to take risks. Little thought and detail have been given to the items. The work is seldom appropriate for the target audience.

Portfolio Item _____

Portfolio Self-Assessment

Describe the item (for example, poem, poster, speech, etc.).	
What was your purpose for creating the work?	
Who is the target audience?	
What skills are shown in this work?	
What did you learn from preparing this work?	
Identify one goal you have for improving future work in this area.	
Why did you choose this item to include in your portfolio?	

Portfolio Item _____

Portfolio Self-Assessment

Describe the item (for example, poem, poster, speech, etc.).	
What was your purpose for creating the work?	
Who is the target audience?	
What skills are shown in this work?	
What did you learn from preparing this work?	
Identify one goal you have for improving future work in this area.	
Why did you choose this item to include in your portfolio?	

Portfolio Item _____

Portfolio Self-Assessment

Describe the item (for example, poem, poster, speech, etc.).	
What was your purpose for creating the work?	
Who is the target audience?	
What skills are shown in this work?	
What did you learn from preparing this work?	
Identify one goal you have for improving future work in this area.	
Why did you choose this item to include in your portfolio?	

When you have completed the Final Module Assignemt, submit Assignment Booklet 3B for assessment.

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